

# The Weatherization Xpress

## Deadlines:

**November 1, 2012**

Semi-Annual Technical Training at INCAA

**December 19 & 20, 2012**

Certification Maintenance Training

**November 30**

LIHEAP 2012 Close out form is due to IHCD by 5pm

## Hoosier Energy Wood Stove Program

Continue to work through your EAP client lists and work with your EAP intake office to help identify potential wood stove clients who would like to participate. We have gathered a summary of contacts and work completed for Hoosier Energy. They will be presenting it to the EPA in October/November and hopefully will approve expanding the counties eligible for service. More details will be sent later in 2012

## LIHEP State Funds

As a result of the multisite mortgage settlement fund through Indiana's Attorney General's office, additional funds will be available to the EAP and Weatherization programs. IHCD's board must approve the distribution of the 3.9 million. Weatherization sub-grantees will share a total of \$800,000 in State LIHEAP grants around October 29th. These grants will start on October 1, 2012 and will follow traditional LIHEAP guidelines. The new grant prefix will be WS for these new funds.

## CLEARResult Vectren Program

Thank you to all the agencies who have participated in the CLEARResult Vectren Program. The program continues through December 15, 2012 and we hope to renew it for 2013. More details will be available later this year as well as a distribution of funds in early 2013.



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## NASCSP Conference

NASCSP is the National Association for State Community Services Programs. IHCD is a member of this national non-profit organization who helps coordinate among state weatherization and CSBG programs with DOE and HHS. In September 2012 I attended the conference in Atlanta where Bob Adams spoke extensively about DOE's plans and challenges. Of course current and future DOE funding and potential leveraging sources were main topics. I wanted to highlight two other major topics.

- 1) DOE officials announced the possibility that base load measures will no longer be allowed in Weatherization. This was a legal issue that DOE's lawyers have recently resolved. We were notified by our DOE Project Officer that base load measures such as light bulbs are still allowable measures in the weatherization program. *There will be no changes in 2012 concerning light bulb installation.*
- 2) DOE has placed a major emphasis on training and new national certifications. They have been working for 3 years to update the training program and roll out national certifications. They have been pushing up the start dates for each of the certifications and announced at this conference that DOE is contemplating the first national certification to be required by April 1, 2014
  - The first certification would be for the Quality Control Inspector (Indiana's Final Inspector) due to DOE's strong desire to improve quality of work nationwide. Indiana is in a great place with our training program since we matched DOE's developed standards and we have already implemented the training program.
  - With DOE funding level projected to be low in 2013, nobody knows if DOE will be able to implement their 4/1/14 training requirement. We will forward on more information if we receive any from DOE concerning national certifications. If you would like to read more about them. Check out: <http://www1.eere.energy.gov/wip/certifications.html> or [www.bpi.org/pilot](http://www.bpi.org/pilot)



Donna Billiard Wright

## Indiana's New Competency Training Program

The above point is part of the reason behind Indiana's new training and competency program. As many of you know, the weatherization program has expanded and contracted quite significantly in the past three years. Below are a few of the many reasons Indiana has worked with INCAA to develop and require the new Competency Training Program:

- IHCD and INCAA's desire to keep Indiana in the forefront of technological advancements within the Weatherization Assistance program;
- IHCD's desire to move away from BPI certifications and develop Indiana Competency Standards more in line with Indiana Weatherization knowledge and expertise;
- Need to match Indiana's training content and competency categories with DOE's development of national certifications—see above websites for details;
- Post ARRA trained workforce not properly prepared to handle all facets of Weatherization;
- INCAA's efforts to become an accredited training facility; and
- The need to improve work quality and program delivery.

The following are to provide guidance for what IHCDCA expects in reference to addressing homes with knob and tube wiring.

- The knob and tube wiring must be inspected to determine the condition of the wiring, identify all locations where it exists, if it is still live and if it is tied to any updated wiring such as spliced into a Romex feed. IHCDCA strongly recommends all of this information be documented in the client file
- Per the Indiana Weatherization Field Guide, Chapter 3, page 3-43 “live knob and tube wiring can never be covered or surrounded by insulation as a result of any Weatherization measure”. Those performing initial audits and producing work orders are responsible for verifying the existence of the knob and tube wiring, proper inspection of the wiring and for writing work orders that properly address the knob and tube.
- At NO TIME does IHCDCA promote or suggest sub-grantees remove existing insulation that is covering live knob and tube wiring! This practice places a huge liability on the sub-grantee and those performing the work. The risk of damaging the wire, missing some of the runs, etc. unfortunately outweigh the energy benefits of removing the insulation to properly dam the wiring to insulate the remaining portion of the attic.
- If attic has live knob and tube wiring accompanied by a sufficient level of insulation [R-19 or greater], every effort must be made to locate and seal all bypasses to properly align the thermal and pressure boundary
- IHCDCA recommends that homes with live knob and tube wiring that cannot be properly and safely addressed be deferred until the electrical hazards can be repaired. The use of the deferral grant in these situations is acceptable and recommended. The deferral standards located on IHCDCA’s website should be referenced to ensure that the home fits the needed requirements for those funds
- IHCDCA highly recommends, as outlined in the Indiana Weatherization Field Guide, to perform voltage drop testing on all circuits where knob and the tube wiring exists to determine the safety of the system prior to any Weatherization work being performed to the home
- IHCDCA highly recommends that all program managers, auditors and affected contractors review Chapter 3, pages 3-43 of the Indiana Weatherization Field Guide. This section of the Health and Safety chapter outlines the procedure for the electrical inspection of the home.

### Training Issues

IHCDCA and INCAA continue to work through training issues surrounding the October 1, 2012 deadline for meeting the new Indiana Competency Standards. As the Weatherization Program Managers are aware, IHCDCA recently requested training information from each sub-grantee in an effort to see who was on track to meet the October 1, 2012 deadline and who was having issues. That request for the information was followed by an evaluation for extensions based upon requests from a large number of sub-grantees. IHCDCA reminds each sub-grantee receiving extensions that it is imperative that those extension timelines and associated actions be met within the parameters of IHCDCA’s guidance.

- IHCDCA reminds each sub-grantee that it is their responsibility to properly track all appropriate Weatherization staff and sub-contractor training, certification and competency information as outlined in Section 600, sub-section 604 of the Policy and Procedures Manual
- IHCDCA reminds each Weatherization Program Manager of their responsibility to ensure that all appropriate individuals working in Weatherization, at both the sub-grantee and sub-contractor (where applicable) level are properly trained and in compliance with all IHCDCA regulations.

Questions contact Ray Judy at [rjudy@ihcda.in.gov](mailto:rjudy@ihcda.in.gov)

For those agencies working with Energizing Indiana, please review the following areas before proceeding with this for-profit work:

1. Ensure all weatherization crew, staff and contractors hours are tracked and charged to the correct program
2. Review agency overhead rates to ensure rent, utility and financial services are charged to the correct program
3. Establish and document rental rates for vehicles and equipment. When returning program income remember all vehicles were purchased with LIHEAP grant funds but some equipment was purchased with ARRA grant funds. ARRA program income should be listed on your current DOE grant.
4. Written permission on an Energizing Indiana form (or agency prepared form) must be received and retained in the client EAP file prior to work on the unit.

### Income Guidelines

Annually Health and Human Services issues new income guidelines for the new EAP program year. IWAP was updated with these guidelines as of October 1, 2012 in conjunction with the start of the new EAP Program

### Energy Assistance Program Matrix Points

Most Weatherization Program Managers will prioritize clients based on the highest EAP Matrix Points. For years the highest points have been 18 but starting in October 2012 the highest allowable matrix points will be 16. For more details either contact your EAP program manager or review their policy and procedures manual online just above the Weatherization Manual.

### Policy Manual Update

The Weatherization Policy and Procedures Manual has been updated. The most recent update is listed on our website and is dated and effective as of Oct. 9, 2012. Changes are highlighted in red.



### In-Progress Visits

Steve Osborne, IHCDCA Home Energy Conservation Monitor, recently completed In-Progress work visits attempted to center upon shell & mechanical work and final inspection processes. The purpose of these visits was to observe the procedures being used while work was being performed, provide an opportunity to meet the individuals performing the work, and provide feedback to IHCDCA and sub-grantees regarding areas needing attention or additional training. The following are sample of the items that were noted during the In-Progress visits:

- No one who received the 30-hour OSHA training was on the shell worksite. This defeats the purpose of having a person who has completed the 30 hour training since they’re equip the Crew Leader or “responsible” person receiving the 30 hour OSHA training will be on-site while work is being performed.
- Unable to locate or use excessive amounts of time trying to locate the MSDS information. Purpose of MSDS information is for client & worker safety. The MSDS information could be critical in guiding decision processes should someone come in contact with chemicals in a harmful way. Having the MSDS information in a readily available location and organized so as to allow quick access can limit the degree of injury or possibly save someone’s life
- Improper Lead Safe Work. Program Managers should review Section 300, sub-section 310 of the updated Policy & Procedures Manual to ensure Lead Safe Work Practices are being followed.

This process will be began and moving forward In-Progress visits will be implemented in normal monitoring visits.